

LIBRARY DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Library Director exists is to be responsible for the administration and supervision of all library activities for the Library Division in the Community Services Department. This classification is supervisory. Work is performed under general supervision by the General Manager – Community Services.

ESSENTIAL FUNCTIONS

Creates an environment that encourages and rewards risk taking at all levels of the organization and serves as a catalyst for creating change.

Studies community needs and appropriate library methods and makes plans to develop the services of the library system to more effectively meet the needs of the community.

Investigates new library techniques and procedures and revises present methods to improve services.

Holds responsibility for delivering the total range of library services, programs and activities to the library users.

Listens and communicates effectively with other officials, employees, volunteers, citizens, Library Advisory Board, Friends of the Library, clubs and other community organizations explaining the library system, objectives, policies, services and goals.

Prepares effective detailed written reports and presentations.

Prepares, controls, plans and implements the library's budget.

Possesses a shared mindset with the City of Scottsdale organization that focuses on quality.

Establishes a culture in which every employee has the opportunity to make a full organizational contribution and to advance on the basis of excellent performance. Embraces diversity.

Supervises various staff and responsible for overall management of staff at the library.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Must have extensive knowledge of the skills, principles, methods and practices of library science. Personnel practices and effective supervision.

Ability to:

Determine community needs and interest in relation to library services.

Analyze library needs

Evaluate library services.

Collect and analyze data in order to make recommendations in verbal and written form.

Make mathematical calculations and draw logical conclusions.

Listen and communicate effectively (verbally and in writing)

Establish and maintain effective working relationships with library staff, community leaders,

volunteers, board members, public officials and the general public.
Comprehend and make inferences from written material and verbal and/or written instructions.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
Operate a variety of standard office equipment including a computer terminal, copy and facsimile machines, telephone, and calculator.
Maintain regular consistent attendance and punctuality.

Education & Experience

A bachelor's degree in Business Administration, Public Administration or a related field
Five to seven years experience in responsible library work, administration or a related field
Program management and supervisory experience in professional library work.
Must have a current, valid Arizona driver's license with no major driving citations in the last 39 months.
A Master's degree in Library Science, coursework in business administration is highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified